

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

## Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0073043	10. Budget Program Number		Agency Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Social Work Supervisor			
3. Division Family Services		12. Proposed Class Title Social Worker Specialist			
4. Section Prevention and Protection Services	For  Use  By  Personnel  Office	13. Allocation		Position Number	
5. Unit Foster Care – Liaison		14. Effective Date			
6. Location (address where employee works)  City County		15. By	Approved		
7. (circle appropriate time) Full time Perm Inter. Part time Temp. %		16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM PM To: 5:00 AM PM	17. Audit Date: By: Date: By:				

## PART II – To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

This is a position approved to fill as a Social Worker Specialist as part of the Agency's Regional Re-Organization Plan. The classification of the current position must be re-allocated to conform to the approved re-organization plan.

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
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Jennette A. Parker	Foster Care Contract Administrator	K0170248
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Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
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Jennette A. Parker	Foster Care Contract Administrator	K0170248
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20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This position receives written or verbal instruction from the Foster Care Contract Administrator to perform work assignments. The position is given a great amount of latitude in prioritizing and completing work assignments. Most tasks are performed independently or with minimal supervision. The liaison worker will ask for further details or clarification as needed. Work requires initiative, discretion and the ability to make independent judgments regarding urgency of a situation and/or its sensitivity and requires careful interpretation.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	This position serves as a liaison between Prevention and Protection Services (PPS) and the Reintegration/Foster Care/Adoption contractor. Once a foster care referral is made to a Child Welfare Case Management Provider (CWCMP), the initial case plan has been held, the liaison manages the case until permanency is reached and completion of aftercare. The liaison provides guidance about services to children in foster care and their families to the CWCMP on a case by case basis. The liaison works in concert with the adoption specialist and some tasks are shared. The staff person in this position will need to have knowledge of family centered practice, permanency planning, court procedures, and agency policy and procedures.
1. 50%	E	<p><b><u>Case Management</u></b></p> <ul style="list-style-type: none"> <li>• Receives, reviews and approves case plans. Assures the permanency goal is appropriate.</li> <li>• Attends case planning conferences when it is anticipated the permanency goal may change.</li> <li>• Attend the Best Interest Staffing with the contractor, if the adoption specialist cannot attend.</li> <li>• Submit the Best Interest Staffing packet to the regional attorney and the Foster Care Contract Administrator for review and approval. If additional information is requested by legal or administration, obtain the information from the contractor as necessary. Conducts systems checks to provide information to administration.</li> <li>• Receives and review critical/significant events and customer services complaints and assists in gathering the information needed to address or resolve.</li> <li>• Attend court hearings as requested by the court.</li> <li>• Approves Relative Placements in consultation with the Foster Care Administrator if needed.</li> <li>• Receive and review Aftercare Contact Agreements and Monthly Reports</li> <li>• Actively participates in supervisor conferences and case consultation informing supervisor of significant case development and problems.</li> <li>• Will manage all preliminary inquiries for children in Out of Home placement</li> <li>• Will be the liaison for consumer concerns</li> <li>• Review court journal entries and court reports</li> </ul>
2. 40%	E	<p><b><u>Communications/Customer Service/Teamwork</u></b></p> <ul style="list-style-type: none"> <li>• Facilitate the flow of information between the contractor and Department for Children and Families (DCF) program staff. Communicate with the contractor, the courts, community and direct service staff.</li> <li>• Ensure program integrity by beginning from the customer's perspective and identify and present alternatives to the customer. Develop alternative to meet customer needs by being open minded, using creative thinking and problem solving skills.</li> <li>• Help community partners to resolve conflict.</li> <li>• Assist the Foster Care Contract Administrator with bridging communication between DCF and the contractor regarding data and improvements needed around contractor performance. Provide consistent and ongoing communication between the contractor and case readers, about observations from trends, issues needing to be addressed, and contractor performance.</li> <li>• Completes other duties as assigned.</li> </ul>
3. 10%	E	<p><b><u>Agency/Public Responsiveness</u></b></p> <ul style="list-style-type: none"> <li>• Responds in a positive, professional manner to clients, community and other professionals. Seeks to resolve differences in a positive manner—and within DCF rules and regulations. Utilizes formal</li> </ul>

		<p>information training opportunities and professional readings to enhance knowledge and skills in family/assessment, social work intervention, leadership and teamwork. Completes all other duties as assigned.</p> <ul style="list-style-type: none"> <li>• The social worker should attend related training, unit meetings, individual conferences, workgroups, and will need to complete any other duties assigned, in particular special projects. Provide support in absence of other team members.</li> </ul>

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.  
 ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.  
 ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.  
 ( ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.  
 (X) Major program failure, major property loss, or serious injury or incapacitation.  
 ( ) Loss of life, disruption of operations of a major agency.

Please give examples.

Incorrect policy adoption and implementation could result in major program failure, lawsuits, and civil actions. Misapplied or inappropriate applied policy could result in depletion of limited resources; affect the well-being of consumers, and loss of staff and federal funding. Children could be harmed or experience unnecessary trauma. Poor service delivery could affect community resources as well as provider participation in efforts to accomplish goals and objectives. Ineffective delivery of program services could result in prolonged dependency on assistance programs.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This position requires daily contact with agency employees, including administrative and supervisory staff, community agencies, government officials, community leaders, and the general public. Contacts are in person, by telephone, or email to provide information regarding agency programs, policy, and procedures and to obtain input for evaluation, change, and to insure local and government cooperation.

25. What hazards, risks or discomforts exist on the job or in the work environment?

This position may occasionally deal with hostile and angry individuals including through contacts with youth/customers in the community. The potential for legal liability exists. This position requires travel within the assigned Region.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily use of computer system, spreadsheet and database applications, printers, copier, fax machine, calculator, telephone, all general office equipment, and vehicle to travel for business is required.

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**PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

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Education or Training - special or professional

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Licenses, certificates and registrations

**License to practice social work in the State of Kansas at the time of hire**

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Special knowledge, skills and abilities

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Experience - length in years and kind

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Experience with foster care and adoption services.

Knowledge of crisis intervention techniques.

Valid Driver's License

Baccalaureate degree in social work from an accredited program

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\_\_\_\_\_  
Signature of Employee                      Date

\_\_\_\_\_  
Signature of Personnel Official                      Date

**Approved:**

\_\_\_\_\_  
Signature of Supervisor                      Date

\_\_\_\_\_  
Signature of Agency Head or  
Appointing Authority                      Date